

Move Class Details and Learners to a New Class-Session Learning Components

On occasion, a class is created under an incorrect course class and must be moved under the correct course. Learners enrolled in the class to be moved with a status of Completed must also be moved to the new or target class. This job aid covers the task of moving the learners to a new class when the class is comprised of one or more session learning components and the completion date is the same for all learners completing the class.

The *Move Class Details and Learners to a New Class-Web-based Learning Components* job aid covers the task of moving learners to a new class when the completion date is variable.

The administrator performing this task must have the following security roles in SLMS:

- Primary or Secondary Administrator
- Create the target class learners will be moved into under the correct course. The target class should include the same details as the source class learners will be moved from with the exception of the class codes. Class codes must be unique in SLMS.

Be sure to copy the **Start** and **End Dates** to the target class to ensure status information is accurate on the learners' My Learning pages.



- 2. Click the Enterprise Learning menu.
- 3. Click the **Learner Tasks** menu.
- 4. Click the Administer Class Rosters link.

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NEW YORK	Search Menu:		Learning - Search
Quick Lin	Self Service Manager Self Service	*	o v 🚵 Adminis
Find Learn	Enterprise Learning Set Up ELM Reporting Tools PeopleTools	HR Administration	Erroll Learners Administer Class Rosters Administer Program Rosters
Certificatio	Learning Home My Personalizations	Catalog Catalog Learning Resources User Profiles	Maintain Approvals View All Learning Add Supplemental Learning Unintern Learning
Learning P	ans tal Learning	Learning Reports	Submit Learning Requests Maintain Learning Plans

- 5. Enter the target class code in the **Class Code** field.
- 6. Click the **Search** button.

Learning Classes

Title

Title			Class Code	NYS_ReadingComp 2019-05-01	0
Learning Type		٠	Instructor		0
Class Status		۲	Learner		C
Location		Q	Employee ID		0
From Start Date	8				
Through Start Date	8				

Class Code* Type*

Improving Your Reading Comprehension 019-05-019-05- Instructor-Led Classroom 05/01/2019 0 Roster

Personalize | Find | View All | 🖾 | 🔝 First 🛞 1 of 1 🕑 Last

Start Date Enrolled .

- 7. Click the **Roster** button.
- 8. Click the Enroll New Learners button.

Class Name Class Code	Improving Your Reading NYS_ReadingComp 201	Comprehension Type 9-05-01 Contact	Instructor-Led Classroom	
Start Date	05/01/2019	End Date	05/01/2019	
Last Enrollment Date		Last Drop Date	-	
Available Seats		Available Waitlist	0	
Language	English			
Save Save	Previous Ne	d Return To Search Pag	90	
No records to display due to: E	ither no learners are cum	ently enrolled or no enrollments	meet the selection criteria y	ou have chos
To show or change the selecte	d filter options select		Search Optio	ns
Enroll New Learners				

- 9. Enter the source class code in the **Class Code** field.
- 10. Click the **Search** button.
- Enroll Learners Find Learners By request of Gary Smith, Employee Program Assnt, Labor Management Committees Search for an individual to enroll by entering the individual's name in the Learner field, specify last name, first name. To find a group of individuals search by the manager, organization, or group. For example, searching by a manager's name will yield a list of all of his or her direct reports. Class Name Improving Your Reading Comprehension Type "Instructor-Led Classroom Class Code NYS_ReadingComp 2019-05-01 Contact -Price Per Seat -Drop Charge -Start Date 05/01/2019 End Date 05/01/2019 Last Enrollment Date -Last Drop Date -Available Seats --Available Waitlist 0 Language English Learner Search Details Learner a **Business Unit** Q. Employee ID a Job Code Description Q, a Position Description a Manager 9 Organization Type All ۲ Learner Group Organization Name Q Ð Hire Date From Class Code ReadComp 05-01-2019 Q Hire Date Through Ð Search Reset
- 11. Select learners with an Enrollment Status of Completed. As learners are selected, their information will appear in the Current Learners to Enroll list.
- 12. After the desired learners are selected, click the **Submit Enrollment** button.

Sub	mit Enrollmer	nt			
Curre	nt Learners	s to Enroll Person	alize Find 🖓 🔣 🛛 F	first 🕚 1-10 of 10 🔮	Last
EmpIID	N	ame	*Job Title	Hire Date	-
03333	1333 J	ohn Learner	A000001	11/11/2009	
102222	2222 K	ara Student	A000001	05/12/2011	-
N01234	1563 F	ritza Student	A000001	11/01/1999	-
N01234	1562 R	obert Manager	A000001	11/16/2010	-
N01234	561 D	ylan Learner	A000001	10/17/2001	-
V01234	1560 C	ody Student	A000001	09/10/2013	-
02345	678 S	tanley Learner	A000001	01/01/1999	-
07654	321 S	amantha Manager	A000001	01/01/2000	-
N01234	1567 N	lary Learner	A000001	04/30/2019	-
081793	1554 N	tary Learner	A000001	06/15/2016	-
Select	ct Learners Employee ID	Perso Name	Job Title	First 1-	-11 of 11 🛞 L Enrollmen Status
1	N03333333	John Learner	A000001	11/11/2009	Complete
	N02222222	Kara Student	A000001	05/12/2011	Complete
	C1111111	Janet Manager	A000001	02/12/1997	Dropped
•	N01234563	Fritza Student	A000001	11/01/1999	Complete
	N01234562	Robert Manager	A000001	11/16/2010	Complete
	N01234561	Dylan Learner	A000001	10/17/2001	Complete
	N01234560	Cody Student	A000001	09/10/2013	Complete
	N02345678	Stanley Learner	A000001	01/01/1999	Complete
	N07654321	Samantha Manager	A000001	01/01/2000	Complete
	N01234567	Mary Learner	A000001	04/30/2019	Complete
•					

13. The Enrollment

Confirmation screen will appear indicating selected learners were successfully enrolled in the target class.

14. Click the **Close** button.

Enroll Learners

Enrollment Confirmation

By request of Gary Smith. Employee Program Assnt, Labor Management Committees

For successful enrollments, each individual's Learning Plans is updated. To enroll new learners in a class, find a new class or find a new requester, select the links at the bottom of the page.

	Class Name In	proving Your Reading	g Comprehensio	п Туре	*Instructor-Led Classroom
	Class Code N	YS_ReadingComp 20	19-05-01	Contact	
	Price Per Seat -			Drop Charge	-
	Start Date 05	5/01/2019		End Date	05/01/2019
Last Er	nroliment Date			Last Drop Date	-
A	Language Er	nglish		Available Waitlist	0
Fees Inform	ation				
Price Pe	er Seat	USD	Train	ing Units	
Drop C	harge	USD	D	rop Units	
Enrollment	Successful	Personalize F	ind 💷 🔜	First 🛞 1-10	0 of 10 🕑 Las
Employee ID	Name	Job Title	Hire Date	Confirmation	Status
N03333333	John Learner	A000001	11/11/2009	22621974	Enrolled
N02222222	Kara Student	A000001	05/12/2011	22621975	Enrolled
N01234563	Fritza Student	A000001	11/01/1999	22621976	Enrolled
N01234562	Robert Manager	A000001	11/16/2010	22621977	Enrolled
N01234561	Dylan Learner	A000001	10/17/2001	22621978	Enrolled
N01234560	Cody Student	A000001	09/10/2013	22621979	Enrolled
N02345678	Stanley Learner	A000001	01/01/1999	22621980	Enrolled
N07654321	Samantha Mana	ager A000001	01/01/2000	22621981	Enrolled
	Mary Learner	A000001	04/30/2019	22621982	Enrolled
N01234567					

15. The class roster is displayed. Change the **Current Status** to **Completed** for learners enrolled in the target class.

Cla	ss Roster							
		Class Name Ir	nproving Your Rea	ading Comprehension	Туре	*Instructor-Led Classroom		
		Class Code N	YS_ReadingCom	p 2019-05-01	Contact	-		
		Start Date 0	5/01/2019		End Date	05/01/2019		
	Last Enro	Ilment Date			Last Drop Date	-		
	Ava	Language F	nalish		Available Waitlist	0		
	Save	Pr	evious	Next Ret	urn To Search Page			
To sh	now or change	the selected filt	er options select			Search Options		
Clas	s Roster	<u>C</u>	ass Component					
Enro	llment Status		Grades an	d Attendance	L	earner Details	View All	Print Roste
Clas	ss Roster							
							1 - 10 of 10 rows	
R	oster						P	ersonalize 🔄
	First Name	Last Name -	Bargaining Unit	Confirmation -	Current Status	*New Status	Waitlist Priority	
	John	Learner		22621994	Enrolled	Select 🔻	(Details
	Kara	Student		22621995	Enrolled	Select •	(Details
	Fritza	Student		22621996	Enrolled	Select 🔻	(Details
	Robert	Manager		22621997	Enrolled	Select 🔻		Details
	Dylan	Learner		22621998	Enrolled	Select •	(Details
	Cody	Student		22621999	Enrolled	Select V		Details
	Stanley	Learner		22622000	Enrolled	Select 🔻	(Details
	Samantha	Manager		22622001	Enrolled	Select 🔻	(Details
	Maria	Learner		22622002	Enrolled	Select 🔻	(Details
	Mary	Learner		22622003	Enrolled	Select 🔻	(Details
•	Select All		Clear All	*Group Actions	Select	▼ Go		
	Enroll New	Learners						
				1			_	
	Save	Pr	evious	Next Retu	urn To Search Page			

16. To complete the process of moving the learners to the target class, return to the source class roster drop the learners from the class.

		Class Name R Class Code R	eading Comprehe eadComp 05-01-2	019	Type Contact	*Instructor-Led Classroom		
	Last Enro Ava	Start Date 0 Ilment Date ilable Seats Language E	5/01/2019 nglish		End Date Last Drop Date Available Waitlist	05/01/2019 0		
s	Save	Pr	evious	Next Re	turn To Search Page			
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lass	s Roster	<u>Ci</u>	ass Component					
nrol	llment Status		Grades and	d Attendance	14	earner Details	View A	Print Roste
las	s Roster							_
De	eter						1 - 11 of 11 row	Personaliza L (1)
RU	First Name	Last Name*	Rargaining Unit	Confirmation	Current	New Clains	Waitlist	Lessonance I Pro
				0.01111100011-	Status	New Status	Priority	
	Maria	Learner		22621963	Status A	New Status	Priority	Details
0	Maria Dylan	Learner		22621963 22621964	Dropped Dropped	THE H STREET	Priority	Details Details
	Maria Dylan John	Learner Learner		22621963 22621964 22621965	Dropped Dropped Dropped	THE W SHALLER	Priority	Details Details Details
	Maria Dylan John Cody	Learner Learner Learner Student		22621963 22621964 22621965 22621966	Status Dropped Dropped Dropped Dropped Dropped		Priority	Details Details Details Details Details
	Maria Dylan John Cody Fritza	Learner Learner Student Student		22621963 22621964 22621965 22621966 22621966 22621967	Status		Priority	Details Details Details Details Details Details
	Maria Dylan John Cody Fritza Janet	Learner Learner Student Student Manager		22621963 22621964 22621965 22621966 22621966 22621967 22621968	Status A Dropped Dropped Dropped Dropped Dropped Dropped		Priority	Details Details Details Details Details Details
	Maria Dylan John Cody Fritza Janet Robert	Learner Learner Learner Student Student Manager Manager		22621963 22621964 22621965 22621966 22621967 22621968 22621969	Status A Dropped Dropped Dropped Dropped Dropped Dropped Dropped		Priority	Details Details Details Details Details Details Details Details Details
	Maria Dylan John Cody Fritza Janet Robert Samantha	Learner Learner Learner Student Student Manager Manager		22621963 22621964 22621964 22621965 22621966 22621967 22621968 22621969 22621970	Status A Dropped Dropped Dropped Dropped Dropped Dropped Dropped		Priority	Details
	Maria Dylan John Cody Fritza Janet Robert Samantha Stanley	Learner Learner Student Student Manager Manager Learner		22621963 22621964 22621965 22621965 22621966 22621968 22621968 22621969 22621970 22621971	Status		Priority	Details
	Maria Dylan John Cody Fritza Janet Janet Samantha Stanley Kara	Learner Learner Student Student Manager Manager Learner Student		22621963 22621964 22621964 22621965 22621965 22621967 22621967 22621970 22621970 22621971 22621972	Status A Dropped Dropped Dropped Dropped Dropped Dropped Dropped Dropped Dropped		Priority	Details